

City of Des Moines  
**COURT MARSHAL**  
Regular, Part Time 24hrs per week  
[www.desmoineswa.gov](http://www.desmoineswa.gov)

**Salary:** Grade 18 (\$25.33 – \$30.79 hour)

**Bargaining Unit:** Non-Represented

**City application must be received by 4:00 p.m., Thursday, June 13, 2013 at Des Moines City Hall, 21630 11<sup>th</sup> Avenue South, Ste D, Des Moines, WA. [www.desmoineswa.gov](http://www.desmoineswa.gov)**

**Nature of Work:**

Under the direction of the Judge, Court Administrator, Lead Clerk, perform transporting of prisoners and handling security in the courtroom. The Court Marshal acts as the court's liaison with defendants, jurors, attorneys and general public, to insure efficient and secure operation of the court.

**Job Duties and Responsibilities:**

- Operates an electronic walk-through metal detector and hand held screening device to determine if persons entering public buildings are carrying or wearing weapons or other prohibited items. Screens all individuals, without exception, when they enter the court area facility.\*
- Performs hand searches of bags, briefcases, and other carry-in items to identify illegal items.\*
- Refuses entry into buildings if necessary to protect the public health, welfare or safety.\*
- Identifies individuals who may be loitering or disturbing the peace or who have no lawful business to conduct in the building.\*
- Observes courtroom proceedings and intervenes to prevent escalation of problem situations, using human relation skills when possible.\*
- Patrols courtrooms, buildings, and other areas to discourage unacceptable and unlawful behavior in and around assigned areas.\*
- Maintains order and provide security for the judge, court staff and public in the courtroom\*
- Responds to emergency situations in the Municipal Court and other city facilities as requested\*
- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders\*
- Provides first aid and CPR as needed\*
- Conducts scheduled and random security inspections of the courtroom and court clerical area.\*
- While on duty, carries a firearm and other department approved protective devices; maintains qualifications to carry a firearm.
- Enforces courtroom security policies and procedures.\*
- Maintains awareness of security zones; facility boundaries, facility exteriors, areas open to the public, and restricted employee areas.\*
- Notifies court staff of potentially dangerous litigants.\*

- Intervenes and makes arrest in potential incidents of violence\*
- Provides information, direction, and assistance to the public.\*
- Sets up court room for court and other meetings as directed. \*
- Responds to bomb threats and other safety concerns; assist with building evacuation.\*
- Receives into custody, persons arrested by officers or otherwise directed by the judge; conducts full search of arrested persons, receives prisoner property for safekeeping and transport; transports prisoners to jail.\*
- Transports persons in custody to the court, and provides security and control over prisoners.\*
- Takes person(s) into custody, when necessary, under the authority of a limited commission, for violations of the law associated with courtroom security or the movement of prisoners.\*
- Transports individuals who have been detained by other jurisdictions on city warrants\*
- Safely operates a prisoner transport vehicle regardless of weather conditions.\*
- Ensures department equipment receives regular maintenance by coordinating the repair with the appropriate entity.\*
- Provides information, direction, and assistance to the public.\*
- Performs related duties as assigned.\*

\* = **Essential Job Functions**

## **Minimum Qualifications:**

### Necessary Knowledge, Skills, and Abilities:

- Knowledge of courtroom procedures and process.
- Understand the importance of confidentiality with regards to duties.
- Ability to communicate clearly and efficiently in person or by telephone.
- Ability to cope with situations firmly, tactfully and with respect to individual's rights.
- Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and determine a proper course of action.
- Demonstrate ability to positively interact with diverse individuals to accomplish a common goal in high-pressure situations.
- Display a pleasant and professional demeanor.
- Physical ability to perform essential job functions.

### Education/Experience:

- High school diploma or GED and three (3) years work experience as a full-time law enforcement officer.
- No more than a two (2) year break in service from last law enforcement employment
- Graduation from a certified law enforcement academy that meets or exceeds the Washington State standards.
- Any combination of related and pertinent college.
- Scope of experience must include proactive intervention to defuse interpersonal conflicts and maintaining orderly conduct in public group situations.

Working conditions/Physical Demands:

- Work is performed in a courtroom environment.
- Requires dexterity of hands and fingers to operate court security equipment.
- Hearing and speaking to exchange information.
- Analyze potentially dangerous situations.
- May be exposed to blood borne and/or airborne pathogens.
- Contact with dissatisfied or abusive individuals.
- Must be able to perform strenuous physical tasks such as running, and subduing and detaining individuals.

**Special Requirements:**

- Maintain a valid Washington Driver's License with good driving record.
- Bloodborne pathogen, First Aid and CPR certification
- Obtain and maintain limited Police Commission within one month of employment.  
Maintain First Aid and CPR cards; maintain Bloodborne pathogen certificate.
- Available to work all shifts upon short notice.
- Annual firearms qualification with Des Moines Police Department